

Workplace Alaska

Class Specification Health Program Manager I

Created:
08/20/1997 by Adrienne Snow
Finalized on:

AKPAY Code: P5941
Class Outline Cat: B
Approved by:

Class Code: PG0121
Class Range: 17
Class Status: Active

Category: Professional
Original Date: 06/01/1990

Class Title: Health Program Manager I
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:
03/16/1993 - Retitle/rewrite of Health Program Specialist;
remove technical/clinical specialist (CJD/NC).
10/08/1998 - MQs
07/07/2003 - Audited (KMurry)
05/03/2006 - MQ revision (SBrinkley)
01/19/2007 - MQ revision (SBrinkley)
09/25/2008 - Workplace AK spec revision: Added Census
Job Code and AKPAY Code fields; Replaced Category field
with Class Outline Category; Updated EEO4, SOC, and Class
Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Positions in this series develop, implement, and administer programs to ensure appropriate and effective public health care delivery systems, services and operations in the State of Alaska. Positions are concerned with programmatic and administrative matters relating to development, implementation, operation, administration, evaluation and funding of public health activities in the state. Typical programmatic areas include, but are not limited to, maternal, child and family health, nutrition, emergency medical services, and health promotion and risk reduction.

Distinguishing Characteristics:

Health Program Managers are responsible, directly or through lower level staff, for most or all of the following: program planning, development, and implementation; program monitoring and evaluation; policy and procedure development; budget planning and monitoring; contract or grant negotiation and administration; and programmatic consultation, training and technical assistance to local health care programs or providers. This series is distinguished by its primary role of managing health programs. In contrast, Health and Social Services Planners focus on planning functions leading to the development of comprehensive plans of action to address health-related issues. Public Health Specialists are subject matter experts in a specific clinical or technical health specialty who's primary function is to serve as a consultant, researcher and expert in that clinical/technical specialty.

Health Program Managers I work under the general direction of a higher level health program professional to carry out program activities and/or participate in the management and oversight of health programs or operations of average complexity. Work is characterized by a more limited scope, variety and complexity, and a relatively narrow focus, i.e., on a specific non-complex target population, project component, or geographic region. On-going assignments are accomplished independently; work is generally within the context of mature, established programs. Overall policy and procedures are available to guide work efforts, however incumbents may develop or modify specific protocols to address new situations. The area of program coverage is generally well defined, and not subject to strong controversy or frequent extensive change, and assistance is generally available for unusual or complex problems and to provide overall policy direction and interpretation. Positions at this level may manage clerical or lower level technical support staff.

Examples of Duties:

Plan and/or evaluate public health programs of limited scope or complexity.

Provide planning and research assistance to program managers in analyzing service capacity, effectiveness and efficiency.

Review care plans, travel authorizations, and other proposals for services to recipients of health program services for compliance with program requirements, policy and procedure.

Develop review criteria to evaluate services and programs; identify problems and recommend intervention strategies.

Develop proposals and recommendations; draft service proposals relating to priority implementation plans.

Prepare and present informational material to program managers, advisory boards, private health corporations and educational institutions.

Work with professional groups to ensure coordination of services to target groups; may provide direct client services requiring behavioral or medical specialty knowledge.

Consult with project staff and advise on program requirements and optimal service delivery techniques.

Knowledge, Skills and Abilities:

Considerable knowledge of principles, practices and current trends in planning, organization, delivery and evaluation of public health programs or care systems.

Considerable knowledge of federal, state, and local health services programs and their requirements, and usual and customary services and practices of private care providers.

Working knowledge of social, cultural, health, economic and demographic characteristics of target populations.

Working knowledge of techniques of community development and group facilitation.

Ability to coordinate effectively with varied interest groups.

Ability to understand and apply program statutes, regulations, policies and procedures and similar standards and guidelines.

Ability to develop criteria and evaluate services for effectiveness and efficiency.

Ability to communicate effectively, both orally and in writing, and convey technical terms and information to lay people.

Ability to think conceptually, observe and interpret trends, comprehend and analyze data, identify relationships, and draw logical conclusions.

Ability to maintain effective working relationships with various agency officials, employees and the general public.

Minimum Qualifications:

A Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field.

Substitution:

A Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration.

AND

One year of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Examples of qualifying State of Alaska job classes are Nurse II, Nurse II (Psychiatric), Public Health Nurse II, Health and Social Services Planner I, Medical Assistance Administrator I, Mental Health Clinician I, Developmental Disabilities Program Specialist I, Social Worker II, Social Services Specialist II, Children's Services Specialist II, Health Program Associate or Project Assistant (w/ health focus).

OR

An Associate's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration.

AND

Three years of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

OR

Graduation from a diploma or associate degree school of nursing accredited by the National League for Nursing.

AND

Two years of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Agencies employing Health Program Managers are responsible for administering a wide range of medical, behavioral and social health insurance programs for children and adults. Positions typically focus on a particular health area. Where licensure is required, the job vacancy announcement will identify the type of license necessary to apply for that specific position. The essential functions of some

positions may involve exposure to infectious disease and/or biohazards. Travel may be required.

Minimum Qualification Questions:

Do you have a Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field?

Or Substitution:

Do you have a Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration?

AND

Do you have one year of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

Or Substitution:

Do you have an Associate's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration?

AND

Do you have three years of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

Or Substitution:

Did you graduate from a diploma or Associate degree school of nursing accredited by the National League for Nursing?

AND

Do you have two years of full proficiency professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?